

MEP-SPONSORED GROUPS CHECKLIST FOR MEPs' offices

☐	Quota / Number of remaining groups sufficient? Maximum 100 participants/5 groups per year. 2024 I half: 50 participants plus 20% of the unused quota of 2020 (up to 72 participants) in up to 3 groups. 2024 II half: 50 participants in up to 2 groups, carry over possible for re-elected MEPs.	☐	TODAY
☐	Search for suitable date and time (Contact details below - via email)	☐	
☐	Official application form with MEPs signature sent? (minimum 10 participants)	☐	
☐	☐ Paying agent? Send copy of contract.	☐	
☐	Official invitation letter received? (addressed to head of group, MEP in copy)	☐	
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☐	Login-data for FIVISIT received? - automated confirmation (Website: www.europarl.europa.eu/fivisit)	☐	
☐	Fill in number of identity document and type in FIVISIT	☐	
☐	Fill in bank information in FIVISIT (does not apply if Paying Agent is contracted by the MEP)	☐	
☐	Fill in participants in FIVISIT: Name, full private residence address, nationality, birth date, passport or identity card number	☐	
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SPECIAL ATTENTION TO:			
<u>Derogation from Quaestor necessary if</u>			
☐	More than 3 participants under the age of 14	☐	
☐	Participants who reside in a neighbouring country of the EU	☐	
<u>Proof of residence necessary if</u>		☐	
☐	Participants from neighbouring and third countries who reside in the EU, a candidate country or a former EU Member State.	☐	
<u>Participants with special needs?</u>		☐	
☐	Check whether this is indicated on the official application form.	☐	
☐	Scan proof of disability and send by email.	☐	
☐	Send financial identification form by email to VISSEM.	☐	
☐	Clarify distribution of time of the visit between VISSEM speaker and the MEP (by email)	☐	
☐	Bring your identity document and remind visitors to bring theirs	☐	
☐	Bring updated participant list and the login / password for FIVISIT	☐	
☐	Bring declaration of honour	☐	
☐	Complete the declaration of the final financial contribution (Annex II) online	☐	
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If APA is also Head of Group information

Important

Financial contribution - calculation factors per sponsored participant:

- a fixed amount of €110 (if the group has an overnight stay in the context of the visit), or €44 (without an overnight stay)
- a variable distance factor: €0.099*2* km of the most direct road journey between the common point of departure¹ of the group (town/city), and the EP site visited (according to Google Maps). If there is no common point of departure, it will be calculated on the basis of the average travel distance from the respective private addresses of all visitors and the EP site.

Declaration of costs incurred

- As of 1 January 2024, you must submit the declaration of actual costs incurred from the visit electronically. You will be able to do so through the following link (in the section 'Annex II'): <https://sponsored-groups.booking.europarl.europa.eu/annex2>. Please note that you will be able access, edit and submit the information regarding you group's expenses on the online application only after the date of visit.

Eligible expenses and applicable ceilings

- Please pay particular attention to the types of eligible expenditure and ceilings for financial contributions towards the expenses incurred by sponsored visitor groups when visiting the European Parliament, as laid down in Annex I (in FIVISIT under "My Documents").

Important information about the payment method of the financial contribution

- The financial contribution shall be paid by bank transfer in two instalments: 70% on the day of the visit and the balance upon receipt and verification of the Annex II.

Accepted bank accounts

- personal bank account of the group leader
- bank account of the group **if its name is identical to the name of the group on the official application form**
- bank account of contracted paying agent (if used)
- bank account of contracted travel agency (if used)

Disabled visitors

Visitors with a recognized disability are entitled to an additional financial contribution if they 1) can provide a proof of disability and 2) require special assistance during their stay, e.g. a sign language interpreter or special arrangements.

Derogations and Proof of residence²

For derogations email to:

- secrquest@ep.europa.eu;
- Put in copy the email address of the language sector with the personal details of the persons concerned and the request:
 - o Austrian: Vissem-AT@europarl.europa.eu
 - o Belgian (Flemish): Vissem-BFL@europarl.europa.eu
 - o Belgian (French): Vissem-BFR@europarl.europa.eu
 - o Bulgarian: Vissem-BG@europarl.europa.eu
 - o Czech: Vissem-CS@europarl.europa.eu
 - o Cypriot Greek: vissem-CY@europarl.europa.eu
 - o Danish: Vissem-DA@europarl.europa.eu
 - o German: Vissem-DE@europarl.europa.eu
 - o Greek: Vissem-EL@europarl.europa.eu

¹ The common point of departure is the city from which the visitor group travels to the site of the European Parliament as a whole. Should part of the group travel from another city, there is no common point of departure.

² Please contact the Visits and Seminars Unit should you be uncertain of categorizing certain countries.

- o Spanish: Vissem-ES@europarl.europa.eu
- o Estonian: Vissem-ET@europarl.europa.eu
- o French: Vissem-FR@europarl.europa.eu
- o Croatian: Vissem-HR@europarl.europa.eu
- o Hungarian: Vissem-HU@europarl.europa.eu
- o Irish: Vissem-IE@europarl.europa.eu
- o Italian: Vissem-IT@europarl.europa.eu
- o Lithuanian: Vissem-LT@europarl.europa.eu
- o Luxembourgish: Vissem-LU@europarl.europa.eu
- o Latvian: Vissem-LV@europarl.europa.eu
- o Maltese: Vissem-MT@europarl.europa.eu
- o Dutch: Vissem-NL@europarl.europa.eu
- o Polish: Vissem-PL@europarl.europa.eu
- o Portuguese: Vissem-PT@europarl.europa.eu
- o Romanian: Vissem-RO@europarl.europa.eu
- o Slovakian: Vissem-SK@europarl.europa.eu
- o Slovenian: Vissem-SL@europarl.europa.eu
- o Swedish: Vissem-SV@europarl.europa.eu

Booking of the visitor's canteen

To book a meal, please contact the external providers directly by e-mail:

- Visitors' restaurant in Brussels: Restauration-reservation-compass-bruxelles@ext.ep.europa.eu
- Visitors' restaurant in Strasbourg: Restauration-reservation-strasbourg@ext.ep.europa.eu